

## AGENDA CBS Bureau Communications/Scheduling Monthly Meeting

10/19/2005  
1:00 to 3:00PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

### Agenda Topics – Meeting will focus on topics in bold text

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|---|--|
| 1. CBS Master Communication/Scheduling Plan       | <ul style="list-style-type: none"><li>a. <b>Draft CBS Master Scheduling Plan (Attachment 1.a)</b><ul style="list-style-type: none"><li>i. Bureau Maintenance/Project Implementation Schedule</li></ul></li><li>b. <b>2006 Initiatives Rough LOE Attachment 1.b</b></li><li>c. Bureau Production Version (See Attachment 1.c)</li></ul> |
| 2. AR Status and Process                          |  |
| A. CSC Status of ARs, Maintenance, Major Projects | <ul style="list-style-type: none"><li>a. <b>Status of Projects (Attachment 2.A.a)</b></li><li>b. <b>Processing Status of Current Level 1 ARs</b></li><li>c. <b>Number of ARs Delivered in September (Attachment 2.A.c)</b></li></ul>   |
| B. CSC Standard Maintenance Process (Level 2 ARs) | <ul style="list-style-type: none"><li>a. Each Bureau report on effort to close old ARs that are no longer a problem</li><li>b. <b>Standard Maintenance – Oct 17<sup>th</sup></b></li><li>c. <b>Can Bureaus Handle a December Standard Maintenance Delivery?</b></li></ul>  |
| C. CSC Level 1 AR Process                         | General Discussion if needed   |
| D. TAC Process                                    | General Discussion if needed   |
| 3. Bureau Status                                  | <p><b>Change meeting regular schedule from 2<sup>nd</sup> Wed from 10 to 12 to third Wed from 10 to 12.</b></p> <p>Major Initiatives, User Feed-back, Concerns, Plans</p>  |
| 4. Issues Previously Raised by Bureaus            | General Discussion if needed   |
| 5. General Discussion                             | General Discussion   |

<b>RECENT AND UPCOMING EVENTS:</b>	<b>Date</b>	<b>Event</b>
	10/21/2005	Monthly CBS Manager's Meeting
	10/20/2005	Discussion on Draft FRD On-Top Adjustments
	10/26/2005	Web Migration Meeting (monthly working group)
	10/26/2005	Monthly TIBCO Adm Group Meeting
	11/10/2005	Monthly CBS Manager's Meeting
	11/16/2005	Monthly Bureau Communication and Scheduling Meeting
	11/21/2005	CBS Executive Board Meeting
<b>Notes:</b>     <b>New Action Items:</b>		

<b>Current Action Items</b>		
<b>Description</b>	<b>Responsibility</b>	<b>Target Date</b>
Action Items from Nov 9, 2005 meeting		
1. Organize subcommittee for level 2 AR's	Bureaus/CSC	Closed - Satisfied by providing additional data on all priorities and explanation as to why top 5 priorities were not delivered..
2. Communication Plan	CSC/Bureaus	TBD
3. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed